

Freedom of Information Act (FOIA)/Privacy Act (PA) Programs

Headquarters, U.S. Army Material Command (HQ, AMC), (Chief Information Officer, IT Programs Division, G-6) administers the Freedom of Information Act (FOIA) and Privacy Act (PA) Programs in compliance with 5 USC 552 and 552a, 32 CFR 518 and 505, DoD 5400.7-R, DoD 5400.11-R, AR 25-55, and AR 340-21. This site offers public access to the HQ AMC FOIA/PA programs and links to government resources.

The public has a right to information concerning the activities of its Government.

What is a FOIA request?

A FOIA request is a written request for DOD records, made by “any person”, including a member of the public (U.S. or Foreign citizen), an organization, or a business, but not including a Federal agency or a fugitive from the law that either explicitly or implicitly invokes the FOIA, DoD Directive 5400.7, or DoD Component supplementing regulations or instructions. Requests may also be made through an attorney or other representative on behalf of “any person.”

What is a PA request?

Upon a written or oral request, an individual, or his designated agent or legal guardian, will be granted access to a record pertaining to that individual, maintained in a system of records, unless:

- (1)The record is subject to an exemption and the system manager has invoked the exemption.
- (2)The record is information compiled in reasonable anticipation of a civil action or proceeding.

What should I include in a FOIA/PA request?

- ◄► Your name, complete address and telephone number (optional).
- ◄► The subject of the request and a reasonable description of the record being sought.
- ◄► A declaration stating willingness to pay accessible fees.

How to submit a FOIA/PA request?

FOIA/PA requests should be in writing.
You may do this by the following:

- ◄► Mail or fax a letter to:

What is “public interest”?

Public interest is official information that sheds light on an agency’s performance of its statutory duties.

How long does it take to process a

HQ, US Army Material Command
AMCIO-R (FOIA)
9301 Chapek Road
Fort Belvoir, VA 22060-5527

Telephone:
(703) 806-9839
DSN 656-9839
Fax: (703) 806-8855

Freedom of Information Act request?

The Electronic Freedom of Information Act Amendments of 1996 increased the Limit from 10 working days to 20 days days for agencies to respond to FOIA requests. If a FOIA request cannot be answered within 20 working days, both AR 25-55 and DoD 5400.7-R contains a Provision for providing an interim reply until a final answer can be obtained/ processed.

◀▶ Email a request to: foia-amc@hqamc.army.mil

◀▶ FOIA/AP Sample Letter

◀▶ FOIA/PA References

Chief Public Liaison: *Mr. Michael Colton*, Division Chief, IT Programs Division, AMCIO-R, U.S. Army Materiel Command: foia-amc@hqamc.army.mil, 703-806-9370

Primary Public Liaison: *Mrs. Yolanda McKenzie*, Team Lead, Records Management Team, AMCIO-R, U.S. Army Materiel Command: foia-amc@hqamc.army.mil, 703-806-8572.

Name:

Address:

City, State, Zip Code:

Telephone: